

***Adopt-a-Road ~ Scottsdale Clean & Scenic
Team Leader Checklist***

Clean-up Date & Time: _____

of Volunteers: _____

Things to do prior to/on day of and following the clean-up:

☐ Remind all volunteers of event and items to bring (participants must be a minimum of 12 years of age). _____

☐ Send “Pre-Event Notice” to the City of Scottsdale.

☐ Pick up supplies, bags and vests, from the City of Scottsdale.

☐ Check City’s website for any updates or additional information to share with volunteers.

☐ Bring water, snacks, bags vests, gloves, blank Participant Agreement Form, first aid kit, etc. _____

☐ Set up check-in location with bags, vests, water, snacks and First Aid kit.

☐ Instruct volunteers about filling out “Participant Agreement Form”, safety precautions, where to place filled trash bags, etc.

☐ If group is disposing of filled trash bags itself, changes the clean-up date, or locates large or hazardous items along the roadway, notify the Adopt-a-Program representative.

☐ Thank all volunteers for their hard work!

☐ Send completed Participant Agreement forms to the Adopt-a-Road representative (keep a copy for your file).

☐ Other items:

